



Policy and Program Committee Meeting

MINUTES

Monday, December 14, 2009

6:00 p.m.

Central Office Staff Lounge

Attendance:

Trustees: N. E. Anderson, J.J. Furfaro, V.F. Dupuis, M.L. Gazzola, S.P. Redmond, D.J. Noon
Administration: P. Dawson, D. Drone, D. Duszczyszyn, J. Gibson, T. McLennan, M. McPhee, J. Vadala
Recording Secretary: D. Drone

1. The meeting opened with a prayer led by V.F. Dupuis at 6:00 p.m. and chaired by M.L. Gazzola.
2. **Approval of Minutes**
The committee meeting minutes of November 16 were previously approved at the Board meeting of December 7, 2009. **Carried.**
3. **Program Review**
 - 3.1 Board Improvement Plan
 - Joe Vadala took trustees through the Board's K-12 Improvement Plan. This has been submitted to and approved by the Student Achievement Division of the Ministry of Education. Questions from trustees included the use of SMART Boards, the general use of technology, learning styles and the need for differentiation.
 - Paula Dawson and Joe Vadala noted the many initiatives that are in place to support the Board Improvement Plan. They also noted the importance of their site visits to implement, review and monitor progress.
 - P. Dawson reviewed student results on EQAO and in OSSLT from the past few years and connected these results to the subsequent Board SMART goals in these areas of measurement.
 - J. Vadala reported on the four high skills major programs. Special information was conveyed on the construction of the chapel that is adjacent to the Student Retreat Centre.
 - 3.2 Early Learning Program
 - Paula Dawson provided a Q & A update for trustees and the District. This information will be posted on the District website.
 - We hope to have Ministry approval on all sites in early January. This is critical as the Kindergarten /Jr. Kindergarten registration will be in the third week of January.
4. **Policy Review**
 - 4.1 Attendance – J. Gibson and M. McPhee presented information on the Attendance Support Program. This policy presents information on the roles and responsibilities of all people involved in the implementation of this policy.
 - There will be a n in-service program in the spring.
 - Institutional implementation is projected for the autumn of 2010.
 - A well crafted policy that is fully implemented with training is critical to the success of this initiative.

Trustees had a series of questions concerning the new process and the implementation timeframes.

Moved by J.J. Furfaro – S.P. Redmond that this policy be referred to the Board for approval. **Carried.**

4.2 Employee Use of Cell Phones – D. Duszczyzyn presented the response from BLG on this policy. Trustees discussed the merits of the use of the hands free devices as a tool for the business of the Board.

Moved by N.E. Anderson – J.J. Furfaro that the policy be accepted as written.
The motion was defeated.

Moved by V.F. Dupuis – S.P. Redmond that the policy go forward to the Board for approval, with the exclusion of the hands free section in the policy. **Carried.**

4.3 Investment of Surplus Board Funds – D. Duszczyzyn provided the background on this proposed policy. It is a policy that secures and protects the investments of the Board. It is essentially a current practice of protection of Board investments.

Moved by S.P. Redmond – V.F. Dupuis that this draft policy be forwarded to the Board for approval.
Carried.

4.4 Meal Allowances – the Director requested a reconsideration of the meal allowances for trustees and staff when on Board business. He suggested that it be revised to:

\$15 – Breakfast
\$25 – Lunch
\$35 – Supper
Amounts include taxes and gratuity.

Moved by N.E. Anderson – S.P. Redmond that the Board approve the changes in the policy. **Carried.**

5. Additional Items

The Director noted updates on:

- Media coverage of Advent poster
- Attendance area and staffing process for St. Paul and St. Ignatius Schools
- The Mass in memory of Matthew Haynes.
- The general information on the current arbitration process.

6. Adjournment

Moved by V.F. Dupuis – J.J. Furfaro that the meeting be adjourned at 8:45 p.m. **Carried.**



Wellington Catholic
District School Board
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Policy and Program Committee Meeting Summary of Motions

Monday, December 14, 2009

The Chairperson or Vice-Chairperson will present this report to the Board with the following motion:

That the Board receive the report of the Policy and Program Committee and approve its recommendations as follows:

1. That the following policies be approved:

Attendance

Employee Use of Cell Phones

Investment of Surplus Board Funds

Reimbursements of Expenses

**AT THE REQUEST OF A TRUSTEE ANY RECOMMENDATION MAY BE
SEPARATED FOR FURTHER DISCUSSION.**